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From: kfrazier@wrpt.us
Sent: Mon 10/12/2015 4:07:04 PM
Subject: Proposed corrective action plan

The Walker River Paiute Tribe proposes the following corrective action plan for:

Policy & procedures - WRPT plans to institute and update all policies & procedures in the very near future, mainly the financial management and internal control policy to be in compliance with 2 CFR 200. The tribal council, finance and the Housing Department are working with a consultant to get this in place by March 2016.

Updated timesheets – The newly hired Finance Director is in the process of updating timesheets, Employee Action Notices and the employment application form to include 2 CFR Part 200.430 and 200.431. The new timesheet will show hours worked on multiple grant fund codes and a daily activity log to support the timesheet. This will replace the Payroll Certification form.

Internal controls – The financial management policy/procedures will be updated to ensure internal control compliance with 2 CFR 200. The Tribal Treasurer, a former Finance Director, reviews the Revenue & Expense reports to tribal council monthly. A Contracts and Grants accountant and General Ledger accountant will be hired to ensure separation of duties and compliance. General ledger reconciliations will occur monthly to ensure internal controls also.